<u>**Student Guide**</u>

Personnel Security: JPAS Levels 7 and 8

Objective	The purpose of this short is to refresh your understanding of JPAS User Levels 7 and 8.
POC	JPAS.training@dss.mil
Estimated Completion Time	10 Minutes

Screen 1

The Joint Personnel Adjudication System, also known as JPAS, is the Department of Defense's official personnel security clearance database management system. JPAS provides a centralized processing and standardized application process for DoD personnel security clearances and is the system of record for verifying eligibility and access for DoD civilians, military, and cleared contractors.

JPAS User Levels include:

Levels 2 and 3

Levels 4, 5, and 6

Levels 7 and 8 and

Level 10

This training short focuses on Levels 7 and 8.

For information on the other levels, visit the appropriate security training short.

Screen 2

JPAS Levels 7 and 8 collectively grant access to facilities.

Click each level to learn more.

Level 7 Tab

Level 7 accounts provide read-only viewing capabilities for individuals who perform duties as lobby receptionists and security entry point personnel, granting access to Non-SCI facilities, installations or buildings. A minimum of a NACLC or ANACI is required.

Level 8 Tab

Level 8 provides read-only viewing capabilities for individuals who perform duties as lobby receptionists and SCI personnel granting access to Sensitive Compartmented Information Facility (SCIF) installations or buildings. A Single Scope Background Investigation, (SSBI), with SCI eligibility is required.

Screen 3

To request a JPAS account, first complete a JPAS System Access Request, or SAR. Submit the completed form to your JPAS Account Manager, who will then create your account. Click on the SAR to view the DSS website which provides a link to JPAS account request procedures:

http://www.dss.mil/diss/jpas/jpas.html.

Screen 4

Users with Levels 7 and 8 accounts can perform the same functions, with one exception. Level 7 accounts cannot process personnel with SCI access.

For complete Level 7 and 8 functionalities, see the Job Aid at the end of this student guide.

Screen 5

Let's see what you've learned.

Click each question mark; then read the short scenario and choose the proper response.

Scenario 1:

☐Yes

☐No

Bill works as a receptionist in a firm that has a SCIF. He has a Level 8 account. Is he allowed to process those personnel needing to enter the SCIF?

[Correct answer] Yes

[Feedback]

Correct!

With level 8 access, users can process those personnel into SCIFs.

[Incorrect answer] No

[Feedback]

Incorrect!

Level 8 account holders can process those personnel into SCIFs.

Scenario 2:

☐Yes

☐No

Brian is applying for a guard position at a SCIF. He only has a NACLC. Can he work at this position if his application is approved and his interview is successful?

[Correct answer] No

[Feedback]

Correct!

He will require a favorably adjudicated SSBI with SCI eligibility/access.

[Incorrect answer] Yes

[Feedback]

Incorrect!

Unfortunately, Brian will require a favorably adjudicated SSBI with SCI eligibility/access.

Scenario 3:

☐Yes

☐No

Britney works as a facilities manager and has a Level 8 account. A group of soldiers who all have SCI access are scheduled to attend a meeting in the SCIF at her facility. Can Britney grant them access?

[Correct answer] Yes

[Feedback]

Correct!

Brittney has the correct user level account to perform this duty.

[Incorrect answer] No

[Feedback]

Incorrect!

Brittney will be able to grant these soldiers access to the SCIF.

Screen 6

This security training short provided an overview on the JPAS Levels 7 and 8.

Levels 7 and 8 are the facilities accounts and only allow users who hold these accounts read-only access.

To learn about additional JPAS levels, or access other security training shorts developed by CDSE, see "More Info" below.

More Info

- Additional information on JPAS can be accessed at the Defense Manpower Data Center (DMDC) website at:
  https://www.dmdc.osd.mil/psawebdocs/docPage.jsp?p=JPAS

- Additional CDSE security training shorts can be accessed at:
  http://www.dss.mil/cdse/shorts/index.html

- CDSE also offers in-depth JPAS training in the Security Training, Education and Professionalization Portal (STEPP) including the PS123.16 JPAS/JCAVS Virtual Training for Security Professionals course.

- STEPP can be accessed at:
  http://www.dss.mil/seta/enrol/stepp.html

Job Aid

Levels 7 and 8: JCAVS Users at Level 7 and Level 8 can perform the following functions:

- Conduct "Select Person" queries of the database

- View Access Information for a Person

- View Visit Information

- Record Polygraph Information (If Polygraph permission is given and user is in a Polygraph designated SMO).

- Update Office Symbol and Telephone Numbers

- View SII / e-Clearance Information

- Change Password

- Access the Tutorial

- Log out